

Retention and Classification Report

Agency: Department of Public Safety. Peace Officers Standards & Training (POST) (793)
410 West 9800 South
Sandy, UT 84070
801-256-2324

Records Officer Shaunna McCleve

83530	Administrative investigation case files
23274	Annual inservice and regional training catalogs
83532	Applications for basic training
10701	Basic curriculum files
07050	Certification files
02296	Correspondence
27847	Graduating class photos
09662	In-service training records
10596	Individual student files
10702	Inservice budget files
83531	Instructor certification records
10704	Invoice files
10700	Minutes
10706	Performance objective revision files
83536	Physical training session files
83535	Regional training files
10703	Service dog individual files
10699	Service dog session files
10597	Three-year renewal training files
02295	Training and certification examination files
02302	Training session files

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83530

3

TITLE: Administrative investigation case files

DATES: 1983-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files document investigations on peace officers regarding certification. This includes investigations of misconduct or allegations of misconduct of licensed peace officers or persons alleging to be peace officers. These files may include psychological tests, the personnel complaint form, investigative reports, documentary evidence, administrative complaint, subpoena, administrative orders, Administrative Law Judge (ALJ) and Council recommendations, and the final written order. Also included are reports dealing with denial, suspension, or revocation of a police officer's certification.

RETENTION:

Retain 20 years after case is closed.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 17 years and then transfer to State Archives.

APPRAISAL:

Administrative Legal

RETENTION JUSTIFICATION:

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 83530

TITLE: Administrative investigation case files

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9)(d)(2008)

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 23274

3

TITLE: Annual inservice and regional training catalogs

DATES: 1991-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/30/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications document agency history and functions and are useful to researchers.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83532

3

TITLE: Applications for basic training

DATES: 1988-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 3.50 cubic feet.

DESCRIPTION:

These are applications submitted for entrance into the POST basic training program. Applicants are required to meet statutory requirements but can now be self sponsored and/or a public employee. This application file could include the application for training, background information and investigation, a copy of the waiver of liability, photographs, finger prints, administrative order, psychological and medical information, high school diploma, and a birth certificate or proof of citizenship.

RETENTION:

Retain 9 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 83532

TITLE: Applications for basic training

(continued)

APPRAISAL:

Administrative Legal

Utah Code 67-15-6 states the requirements for documentation,
retention is based on agency need.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10701

3

TITLE: Basic curriculum files

DATES: 1991-

ARRANGEMENT: Chronological by training date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series documents the basic curriculum program which all new officers are required to attend. Candidates are required to pass written and practical tests in order to be certified as a peace officer. Information may include curriculum outline, handouts, copies of the written tests, description of practical tests, class rosters, etc. The curriculum is annually updated and approved by a council appointed by the governor. The series is used to document the type of basic training an officer received.

RETENTION:

Retain 50 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 50 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. These files are needed for the duration of an individual's working career to document the type of basic

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 10701

TITLE: Basic curriculum files

(continued)

training each officer received.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 7050

3

TITLE: Certification files

DATES: 1968-

ARRANGEMENT: Alphanumerical by name and number

ANNUAL ACCUMULATION: 4.40 cubic feet.

DESCRIPTION:

Correspondence, memoranda, reports, and other records relating to the availability and employee participation in training programs sponsored by governmental agencies or non-governmental institutions. This information may also be entered into the Department of Human Resource Management automated system.

RETENTION:

Retain 1 year.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 11.

AUTHORIZED: 06/17/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office for 50 years and then destroy.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 7050

TITLE: Certification files

(continued)

APPRAISAL:

Administrative Legal

UCA 77-1a-1 et. seq. refers to employment and/or training for peace officers and requires the collection of the information.

The agency has requested the retention of the paper as per their needs and the need for the attached photographs.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. Information identified as Public by UCA 63G-2-301.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 2296

3

TITLE: Correspondence

DATES: 1968-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/31/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical
Policy and program correspondence documents decision making and has historic research value.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 2296

TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Information identified as Private by UCA 63G-2-302.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 27847

3

TITLE: Graduating class photos

DATES: 1968-

ARRANGEMENT: Chronological by year, thereunder numerical by photo number.

ANNUAL ACCUMULATION: 6.00 files.

DESCRIPTION:

The Division of Peace Officer Standards and Training (POST) provides professional standards and training, leadership, and certification for peace officers and dispatchers. This series contains photographs that document every graduating class that has finished POST training. Currently six photos are taken of each graduating class per year.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Photographs: Retain in Office permanently.

Digital image: Retain in State Archives permanently with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

Historical

Disposition is based on the historic value of these photographs in providing a visual record of law enforcement personnel in the state of Utah.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 27847

TITLE: Graduating class photos

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 9662

3

TITLE: In-service training records

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Utah peace officers are required to complete 40 hours of in-service training each fiscal year. These records document that participation. Included are class rosters, agenda, and information about the classes. The information contains date, name of course, location, and private information about peace officers taking the course. These records are similar to the regional training records, series 83535, but are maintained separately.

RETENTION:

Retain 25 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 9662

TITLE: In-service training records

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative need of the agency. These records may be referred to for the length of the peace officer's career.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10596

3

TITLE: Individual student files

DATES: 1988-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 3.50 cubic feet.

DESCRIPTION:

These records are taken from the Application for basic training files, series 83532, and are added upon as a student is accepted into the Peace Officer Standards and Training program. The records document each student being trained. They include the basic application (with notarized signature and photograph), official copy of their driving record, verification of physical exam, waiver or liability, application for certification (department-sponsored), military form DD 214, high school diploma, fingerprint cards, training verified on application for certification, high-low risk practicals, final evaluation (special function), final evaluation (peace officer), basic training certificate, specific notes and paperwork pertaining to the student, medical reports, accident reports, and disciplinary paperwork, if any.

RETENTION:

Retain 1 year.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until microfilmed and then transfer to State Records Center. Retain in State Records Center

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 10596

TITLE: Individual student files

(continued)

for 20 years and then destroy.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office for 50 years and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs expressed by the agency. The records are required under UCA 77-1a-1 (1991) et seq. to be collected and maintained for an unspecified amount of time. The photographs in these records are particularly useful to the agency.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10702

3

TITLE: Inservice budget files

DATES: 1990-

ARRANGEMENT: Numerical by sequence number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document the funds expended by peace officers receiving in-service training. Information includes dates of instruction, instructor names, location of classes, payments made, and a monthly summary.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Fiscal

This disposition is based on the general audit requirements of budget records.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 10702

TITLE: Inservice budget files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83531

3

TITLE: Instructor certification records

DATES: 1984-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

This is used to maintain an accurate list of Certified POST Instructors. It includes the names, instruction applications, overview with lesson plans, dates and areas of certification, and level of certification for each instructor.

RETENTION:

Retain 3 years or until updated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years or until input into automated data system and then destroy.

Computer data files: Retain in Office for 3 years or until updated and then delete.

APPRAISAL:

Administrative

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 83531

TITLE: Instructor certification records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10704

3

TITLE: Invoice files

DATES: 1987-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 2.

AUTHORIZED: 08/25/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10700

3

TITLE: Minutes

DATES: 1960-1982, 1987-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION:

Retain 4 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 10700

TITLE: Minutes

(continued)

APPRAISAL:

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. When in executive session

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10706

3

TITLE: Performance objective revision files

DATES: 1990-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document the training objectives that should be reached by officers going through the POST program. The teachers must teach these principles and the officers are accountable to these standards throughout their careers. The performance objectives, as well as the more detailed basic curriculum data included, change over time as necessary. These records show when performance objectives were changed and in what way.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Historical Legal

This disposition is based on the evidential value these records have which document the changing nature of peace officer training. These records are also used in litigation.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 10706

TITLE: Performance objective revision files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83536

3

TITLE: Physical training session files

DATES: 1986-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records document the physical training scores of the recruits. Information includes recruit's name, agency, sex, age, weight, and height; number of situps and push ups; flexibility score; 1.5 mile run; total score; class average; body fat score; and social security number.

RETENTION:

Retain 1 year after certification.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after certification and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 83536

TITLE: Physical training session files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Social Security number

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83535

3

TITLE: Regional training files

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by class title

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are the regional training records which document the training afforded to peace officers in the State of Utah. This information documents that classes were held and the name of the instructor. Each peace officer in the State of Utah is required to complete the basic courses at a certified peace officer training academy or pass a certification examination and be certified. In addition, peace officers shall satisfactorily complete annual certified training of at least 40 hours per year to maintain their certification. Not all of the training is accomplished at the POST Academy but can be given in other locations throughout the State. These include the instructor names, curriculum, attendees' names, and location or region of class.

RETENTION:

Retain 20 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 83535

TITLE: Regional training files

(continued)

APPRAISAL:

Administrative Legal

Utah Code 77-1a reflects the documentation required, the retention is based on the agency need.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10703

3

TITLE: Service dog individual files

DATES: 1990-

ARRANGEMENT: Alphabetical by handler surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document dogs and their handlers who receive peace officer training. Handlers who come back in subsequent years with other dogs rely on these records to show their skill level. Information includes test scores of dog and handler, psychological evaluation on dog, copies of certificates, instructor's notes and evaluations on dog and handler, Social Security number, and officer's department.

RETENTION:

Retain 50 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 50 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. These records are needed for the working career of the handler.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 10703

TITLE: Service dog individual files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10699

3

TITLE: Service dog session files

DATES: 1990-

ARRANGEMENT: Chronological by session number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Includes rosters, billing information, copies of certificates, waiver of liability forms, notes, and evaluations on dog and handler. Most of this information is also documented in the Service dog individual files (10703), which are kept long-term.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Fiscal

This disposition is based on the general audit requirements of financial records.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 10699

TITLE: Service dog session files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10597

3

TITLE: Three-year renewal training files

DATES: 1984-

ARRANGEMENT: Numerical by Post identification number.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This series contains officer competency results for the specialized 3-year certification programs such as the radar/lidar and intoxilyzer equipment certifications. Officers are required to recertify every 3 years with a grace period of 1 year. Completed certifications authorize officers to operate the specified equipment. Information includes, names, Social Security numbers, Post identification numbers, test scores, training methods, class or training dates, instructor names, and names of training supervisors.

RETENTION:

Retain 60 years after.....?

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 60 years and then destroy.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 10597

TITLE: Three-year renewal training files

(continued)

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs expressed by the agency. Records are needed for the working career of the officers.

Records have legal value as they are required by UCA 53-6 and UAC R28-500.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Social Security number, test scores

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 2295

3

TITLE: Training and certification examination files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are copies of the examinations given to the classes at the academy on materials presented during each course. This file includes a copy of each test.

RETENTION:

Retain 20 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 2295

TITLE: Training and certification examination files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 2302

3

TITLE: Training session files

DATES: 1968-

ARRANGEMENT: Chronological, thereunder by session number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files document that an officer has attended and completed required courses and describes the training information that was received by an individual class. In case of law suit the files provide information on who attended and who taught, and document that officers legally completed the initial basic training course. Can include performance evaluations on students, supervisor comments, curriculums, instructor names, peer evaluations, and attendance records. Could also include information on the individual, name, agency, sex, age, weight, height, total score in a particular class, class average, and social security number. Can be a useful tool if documentation of instruction received is required.

RETENTION:

Retain 50 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years and then transfer to State Records Center. Retain in State Records Center for 35 years and then destroy.

AGENCY: Department of Public Safety. Peace Officers Standards & Training
(POST)

SERIES: 2302

TITLE: Training session files

(continued)

APPRAISAL:

Administrative

Utah Code 67-15-6 addresses the documentation required but retention is based on agency need.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. As allowed by UCA 63G-2-301 (1991)